

Reg 500 Disciplinary Regulations

503 Grounds for Disciplinary Action

503.14 Failure to Timely Submit Required Re-certification Documents and Payments: Failure to submit recertification documents and payments, including annual disclosures, annual dues, errors & omissions declarations, policy pages from insurance companies (when applicable), continuing education declarations, and other documents as determined by the Board to be necessary in order to maintain certification shall subject a guardian to late fees and potential decertification.

503.14.1 Guardians will be required to pay a \$50 late fee if recertification documents or payments are made after the due date, but within thirty (30) days of the due date.

503.14.2 Guardians will be required to pay a \$100 late fee if recertification documents or payments are made within thirty-one (31) days of the due date and sixty (60) days of the due date.

503.14.3 Failure to submit any required recertification documents within 60 days of the due date shall subject the CPG or Agency to revocation of certification by the Board.

503.14.4 To effect such decertification, the Board shall send a written notice of non-compliance to the CPG by certified mail, directed to the CPG's last known address as maintained on the records of the Administrative Office of the Courts. The notice shall advise the CPG of the pendency of decertification for failure to submit required recertification documents. The notice shall further advise the CPG that if the CPG believes that an administrative error has been made and that the CPG is not in default on the obligation to submit required recertification documents, the CPG may file a petition requesting an administrative hearing. The petition shall set forth in detail the facts supporting the CPG's claim that an administrative error has been made by the Board and must be signed under penalty of perjury. The CPG must file the petition within ten (10) calendar days of notice of the pendency of decertification.

503.14.5 If a petition is filed, the Chair of the Board shall appoint a three-member Review Panel to conduct a hearing on the petition. In the sole discretion of the Review Panel, the hearing may be held by telephone. The Review Panel shall make written findings and a recommendation as to whether the petition should be granted. The findings and recommendation of the Review Panel shall be filed with the Board and served by first-class mail on the CPG.

503.14.6 The Board shall review the decision of the Review Panel and shall make a decision approving or denying the petition. If the petition is denied, then the Board shall decertify the CPG. The members of the Review Panel shall not participate in the decision of the Board. A copy of the Board's order shall be sent by certified mail to the CPG. Any such order shall be final.*